MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 24th July 2025 via Video Conference Call**

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1. **To Record Attendance and Apologies for Absence.**

   Present:
   Martin Winter
   Steve Sopp
   Andy Phillips
   Michael Lock
   Simon Sinclair
   Patrick Donovan

   Apologies:
   Anny Wooldridge
   Shelley Meyern

   Brief opening discussion reporting back on Tuesday's late night IWWF meeting which Steve and Martin attended re recognition of UKWSR as the recognised standalone entity responsible for and managing the discipline in the UK, the discipline no longer recognised by BWSW. Martin had followed up with a written response and an outline of a simple and clear interim mechanism to enable 2025 GB competitor entry to the imminent World championships for IWWF consideration.

2. **Board Related Matters.**
   a) Chair Recruitment Update – a fourth candidate attended an interview yesterday, a note of thanks to Gavin Kelly for assisting with the interview process. The meeting was recorded and distributed post meeting for the members to view.

   b) Shortlisting & 2nd Interview Schedule – following on from further discussion on the candidates interviewed to date, Patrick would further canvas two identified shortlisted candidates with some agreed more specific questions to ask including in relation to their time commitment / capacity. Subject to their responses there would then be an offer a second interview on mutually convenient dates to be arranged. Patrick would imminently respond to those candidates not shortlisted for interview or any second round of interviews thanking them for their interest and time in applying for the role. Patrick would contact Anny and Shelley (who were not available to attend today) re their availability for the next two Wednesdays for potential board introductory meetings tbc subject also to the availability of the shortlisted candidates.

   c) Audit – Andy provided a close to final draft of the financial statement prior to the meeting, just some minor changes to the narrative and document formatting now required. He further provided a summary overview of the year end position and audit process which had been relatively smooth and was now 99.9% complete.

   Following a request from Menzies Patrick had further met with Richard Snelling earlier in the week to clarify the VAT processes re zero rated income totals and the methodology used within the calculation for partial exemption which included an approved Special Method (50% of non-business income i.e. grant monies utilised as part of the total business income calculation re recovery of input VAT on mixed use overhead costs). Additionally, a standard HMRC subtraction method was utilised to 'unbundle' the membership fee and apportion different amounts to the different benefits included within the subscription for VAT purposes based on overall cost of provision.
   Action: Any comments or queries on the draft financial statement to be sent to Andy by 12

noon this Tuesday 29th prior to the next Weds sub-group meeting. Patrick would arrange an additional board meeting to immediately follow the Menzies audit sign off meeting already scheduled for Tuesday 5th August at 9:30AM. **Any board member unable to attend this additional board meeting for the purposes of approving and signing off the final accounts, minor narrative amends to be made to the copy already circulated, must indicate their approval in writing, by close of play Monday 4th August at the very latest**.

d) 2025-26 Draft Budget actions ongoing – an estate agent continued to market the HQ building primarily in relation to a rental of the top floor which was unused due to reduced staff headcount and with the switch to video conference calls rather than the need for a physical committee meeting room. Three viewings had taken place to date and awaiting feedback on the last very recent viewing.

It had been identified that there would be considerable cost savings on offering an online only issue of the BWSW magazine considering that print and mailing house were significant rising costs and a lower overall membership total to support these costs ongoing. A reminder re member feedback on a recent magazine survey on the online versus hard copy issue and related feedback on content had recently been sent out, the survey having recently closed. On return from holiday Patrick would ask Kylie to download the latest final survey report for distribution and both would provide some analysis on the results and scope of the reach of the survey.

Patrick and Andy had met re grant monies expenditure on programmes and related consultancy with a follow up meeting planned for next Monday to assess and review the budget / commitment to cost.

3. Confirmation of Future Meeting Dates.

Board

Tuesday 5th August	09:30AM	Menzies Closing Meeting re Audit & Accounts
Tuesday 5th August	10:30AM	Final Accounts Board Approval & Sign Off
Thursday 11th September	09:30AM	
Thursday 30th October	09:30AM	
Thursday 4th December	09:30AM	

Some additional meetings may well be required to address ad hoc issues and the proposed time for these meetings is 9am on Wednesday mornings.

Board Sub-Group

Wednesdays 9AM

Advisory Council

TBC

AGM

Sunday 18th January Virtual Online AGM

The meeting closed at 10:45AM

Minuted by:

Patrick Donovan
CEO